

EMPLOYMENT OPPORTUNITY

TEHAMA COUNTY PUBLIC WORKS CHIEF SURVEYOR

RECEIVED

May 10, 2010

TEHAMA COUNTY CLERK
OF THE
BOARD OF SUPERVISORS

CLOSING DATE: 5:00 P.M. Friday, June 4, 2010

SALARY: Range 86 \$5,288/mo - \$6,444/mo (Steps A-E)

BASIC FUNCTION: Under the general direction of the Chief Deputy Director of Public Works, performs professional Land Surveyor functions; provides lead direction to assigned staff performing field surveying, drafting and mapping services; coordinates activities between surveying and engineering functions of the Public Works Department.

ESSENTIAL FUNCTIONS / DUTIES / QUALIFICATIONS: The essential functions, duties and qualifications of the Chief Surveyor position is specified in the attached classification specification.

EDUCATION/EXPERIENCE: Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of twelfth (12th) grade and two (2) years of college (60 semester units) with major coursework in land surveying, civil engineering or closely related field and six (6) years of progressively responsible experience in land surveying; or

Graduation from an accredited four year college or university with a Bachelor's degree with major coursework in land surveying or civil engineering or a closely related field and two (2) years of progressively responsible land surveying experience. Other combinations of education and experience may be considered.

LICENSE AND SPECIAL REQUIREMENTS: Requires a valid California driver's license and Professional Land Surveyor License (PLS) as referenced in California Business and Professions Code Section 8742(a) and 8747(b).

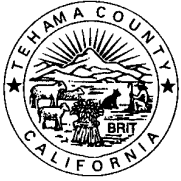
BENEFITS: This position is represented by the Joint Council Memorandum of Understanding. Benefits include an annual leave plan: 96 hours of vacation, increasing upon continuous years of service, 96 hours of sick leave, and 13 paid holidays plus one 8 hour personal holiday. County pays 100% of CalPERS Retirement Plan. County pays approximately 80% of premium for medical, dental, and vision plan (including \$20,000 life insurance plan for employee). Annual step increase based upon satisfactory performance and completion of 2,080 hours (Steps A to E). Deferred compensation and supplemental insurance plans are available. Employee Assistance Program sponsored by the County.

APPLICATION PROCEDURE: All applicants are required to submit a completed, original Tehama County Application for Employment Form. **A cover letter and/or resume may be attached, but cannot be substituted for the County Application.** It is not acceptable to complete the application with statements like, "See/Refer to Resume," or "See Attached". Faxes or postmarks received after the closing date will not be accepted. Applications are available by calling (530) 385-1462, or online at www.co.tehama.ca.us under Job Opportunities. **Applications will be accepted in the Tehama County Public Works Department, 9380 San Benito Ave., Gerber, California, 96035.**

SELECTION PROCEDURE: Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Public Works Department by the filing deadline posted on this bulletin.

Incomplete applications and facsimiles will not be considered. Copies of all required degrees and/or certifications as outlined in the job description must be provided. Please attach copies of all required educational degrees beyond high school and special requirement documents such as certificates, licensures, etc. to your job application form to assist in the recruitment process. If unable to provide at time of applying, all required documents must be provided prior to beginning work if offered a position. Applications will be screened based upon written information provided. All offers of employment are contingent upon successful completion of background, fingerprinting and physical examination provided by the county.

**ALL MINIMALLY QUALIFIED CANDIDATES MAY NOT BE INVITED TO INTERVIEW
EEO / ADA COMPLIANT / VETERAN'S PREFERENCE POLICY / DRUG-FREE WORKPLACE**



TITLE: CHIEF SURVEYOR

FLSA: Non-Exempt

BOARD APPROVED: OCTOBER 21, 2008

BARGAINING UNIT: Misc.

DEFINITION

Under the general direction of the Chief Deputy Director of Public Works, performs professional Land Surveyor functions; provides lead direction to assigned staff performing field surveying, drafting and mapping services; coordinates activities between surveying and engineering functions of the Public Works Department.

SUPERVISION RECEIVED AND EXERCISED

Reporting to the Chief Deputy Director of Public Works, the incumbent provides lead direction to assigned department professionals, paraprofessionals and technical staff.

CLASS CHARACTERISTICS

This is a single class position that requires the ability to think and work independently. Reporting to the Chief Deputy Director of Public Works, incumbent may be assigned to provide lead direction to assigned staff as appropriate for specific surveying projects.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Assists with administrative aspects of the County Surveying functions; represents the County Surveyor and provides professional support at various meetings and conferences; acts on the behalf of the County Surveyor on an as needed basis.
- Plans, assigns and provides lead direction to technical staff conducting field surveys, including geodetic and cadastral surveying, and in preparing official maps and plans of the lands of the County.
- Provides lead direction to staff in the following areas: survey notes, drafting maps, preparing property descriptions, indexing and filing maps and survey records.
- Assists the public in locating requested survey information; explains and interprets property descriptions, survey maps and data to county employees and the public.
- Assists in planning the long range survey program of County lands; develops, recommends and implements policies and procedures for County Surveyor operations.
- Provides lead direction to staff, reviewing, checking, computing and approving the boundaries and areas of subdivision maps and Records of Survey.
- Interprets state laws and local ordinances associated with surveying functions; makes decisions related to land survey disputes and serves as expert witness in court cases involving property lines.
- Provides direction regarding the implementation, maintenance and coordination of Geographical Information System for Public Works Department.
- Coordinates with the federal government on geodetic and other surveying activities affecting the County.

- Provides input and assists in the administration of the annual budget for the Surveyor functions.
- Provides training for assigned personnel.
- Represents the department and the County at various committee and community meetings as required.
- Attends professional meetings, conferences and training seminars to enhance professional job knowledge and skills and maintain appropriate certifications.
- Performs various office and administrative duties as required, including the preparation of reports and correspondence, researching environmental and right of way information for projects and reports, reviewing reports prepared by staff members, maintaining computerized data spreadsheets, and the operation of a variety of computer programs.
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures;
- Modern office practices, methods and computer equipment;
- Record keeping principles and procedures;
- Computer applications related to the work;
- English usage, grammar, spelling, vocabulary, and punctuation;
- The methods, principles, practices, procedures and technical aspects of a major survey function;
- Principles and practices of surveying, including boundary determination, legal descriptions, construction mapping and global positioning system operation;
- Procedures and policies of the department;
- Applicable laws and regulations pertaining to subdivision and land surveying;
- Civil engineering plans, maps, and specifications related to surveying;
- Principles, practices and procedures of Geographical Information System;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

- Ability to understand and communicate with technical personnel involved in the design and construction of public works projects;
- Plan, organize, coordinate the functions of surveying for the department;
- Plan, organize, and prioritize daily assignments and work activities;
- Use independent judgment and discretion in implementing various programs;
- Make sound, educated decisions;
- Read and interpret complex materials pertaining to the responsibilities of the job;
- Assemble and analyze information and prepare written reports and records in a clear, concise manner;
- Communicate effectively in written and oral form;
- Use computers for various software applications, including word processing, spreadsheets, data bases, internet and e-mail;
- Operate modern office equipment including computer equipment and specialized software application programs;
- Perform required mathematical, financial, and statistical calculations quickly and accurately;
- React calmly and professionally in emergency, emotional, and/or stressful situations;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;

- Maintain significant flexibility in daily operations and decision making;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; set priorities and meet critical time deadlines;
- Perform duties under the stress of deadlines;
- Establish and maintain effective working relationships with those contacted on the job.

Education & Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of twelfth (12th) grade and two (2) years of college (60 semester units) with major coursework in land surveying, civil engineering or closely related field and six (6) years of progressively responsible experience in land surveying.

OR

- Graduation from an accredited four year college or university with a Bachelor's degree with major coursework in land surveying or civil engineering or a closely related field and two (2) years of progressively responsible land surveying experience.
- Other combinations of education and experience may be considered.

License & Special Requirements:

- Requires a valid California driver's license.
- Possess a Professional Land Surveyor License (PLS) as referenced in California Business and Professions Code Section 8742(a) and 8747(b).

PHYSICAL DEMANDS

Requires the ability to exert some physical effort, such as walking, standing and light to moderate lifting; sufficient hand/eye coordination to perform semi-skilled movements such as drafting, drawing, data entry and the use of office and survey equipment. Requires the ability to maintain effective audio-visual discrimination and perception required for making observations and communicating with others. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Tasks require occasional exposure to adverse weather conditions, above average noise, construction site conditions, and irregular working hours; requires ability to work under stress.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT COMPLIANT /
VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**